

AN INTRODUCTION TO THE U.S. DEPARTMENT OF STATE INTERNSHIP PROGRAM

Who We Are The U. S. Department of State is the official international relations arm of the President of the United States. The Department is responsible for formulating, implementing and supporting U.S. foreign policy, assisting U.S. citizens abroad and managing the human and material resources that provide the platform for U.S. foreign policy. Members of the Department’s Foreign Service and Civil Service are engaged in issues such as conflict resolution, nuclear non-proliferation, human rights and democracy, environmental issues, world trade, public diplomacy, and the promotion of the interests of Americans and their businesses abroad. Department of State employees are also involved in support and management issues—improving logistical systems to get the best possible value for tax dollars.

As you will see on pages 13 – 27, the Department of State is composed of many different bureaus, some “regional” (for example, the Bureau of African Affairs), others “functional”, dealing with specific external issues or internal responsibilities (such as the Bureau for Democracy, Human Rights and Labor; the Bureau of Administration; and the Bureau of Economic and Business Affairs).

The State Department’s Mission To administer U.S. foreign policy and maintain diplomatic relations throughout the world.

The Objectives of the Internship Program

- ❑ To encourage students to consider careers in foreign affairs;
- ❑ To provide students with valuable work experience in a foreign affairs agency, and;
- ❑ To aid the Department in achieving its mission.

THE INTERNSHIP PROGRAM

You are eligible to apply if you are:

- A full- or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90-quarter hours) by the time the internship begins and will be entering at least the junior year immediately following completion of the internship.

IMPORTANT: If you are applying for an internship after receiving an undergraduate or graduate degree, you must indicate in your Statement of Interest and on the Employment Data Form that you will be a continuing student immediately upon completion of your internship. If this is not indicated, it will be assumed that you are not a continuing student and your application will not be considered. If registered for a graduate program, you may have to show proof of acceptance.

- A U.S. citizen, and;
- In good academic standing in an accredited institution.

In accordance with the Federal Equal Opportunity Recruitment Program, the Department encourages women and minority students with an interest in foreign affairs to apply for these positions.

Duties of an Intern

The Department is looking for students with a broad range of majors, such as Business or Public Administration, Social Work, Economics, Information Management, Journalism, and the Biological and Physical and Engineering Sciences, as well as those majors more traditionally identified with international affairs. Intern duties and responsibilities may vary according to post or office of assignment. For instance, interns may write reports on human rights issues, assist with trade negotiations, assist with citizen's services or visa work, help Americans in distress abroad, or organize conferences or visits of high-level officials. Others may research economic or environmental issues, write news stories, work on web pages or help produce electronic journals.

Interns with scientific and technical backgrounds might work with issues such as arms control, genetically modified organisms (GMOs), infectious diseases, and remote sensing.

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THE INTERNSHIP PROGRAM, Continued

Duties of an Intern, cont.

Those interested in administrative management may use their expertise working on projects involving budgets, human resources, information systems, or general logistical support to posts abroad. Some may be involved in educational and cultural exchange activities. Interns are also instrumental in the recruiting of U.S. speakers and specialists for overseas programs. Internships are excellent preparation for future careers in international affairs, both for the Civil Service and the Foreign Service.

Types of Internships

There are two different types of internships: domestic and overseas.

- **Domestic** – About half of the internships are in Washington, D.C. From time to time, intern positions may be available at Department offices in other large cities in the United States.
- **Overseas** – The remaining internships are at our embassies and consulates abroad. Not all overseas posts are able to participate in the program, and participation may vary from year to year. For more information, please refer to participating bureaus beginning on page 13.

IMPORTANT: Applicants who wish to intern abroad must present evidence of medical insurance coverage that is valid abroad, to include medical evacuation and repatriation of remains coverage. This proof must be presented to the Intern Coordinator or bureau coordinator before travelling to post.

Length of Internships

Students must be available to begin their internship within the timetable described on page 10 (Interns Enter on Duty). Interns usually serve for one semester or quarter during the academic year, or for a minimum of 10 weeks during the summer; they are expected to work a 40-hour week.

THE INTERNSHIP PROGRAM, Continued

Salary and Benefits

- The majority of all internships are **UNPAID**. When funds are available, a few paid internships (less than 5% of about 800 internships) are granted, primarily to students who can demonstrate financial need by including in their internship application package one copy of their last Financial Aid Transcript or one copy of the Student Aid Report generated from their submission of the Free Application for Federal Student Aid form (OMB 1840-0110).
- Paid interns receive a temporary appointment at the GS-4 through GS-7 grade level, based on education, work experience, and availability of funds. If the appointment is for 90 days or more, the intern earns annual and sick leave at the rate of four hours per bi-weekly pay period plus paid Federal holidays during the period worked. Paid interns contribute to Social Security.
- Although unpaid interns are not Federal Government employees, and are not entitled to any employee benefits, they are protected in the event of job-related injuries under the Federal Torts Claims Act.
- Many educational institutions grant academic credit for internships and/or offer financial aid for internships.

Housing

Housing is not provided in the Washington, D.C. area and arrangements and associated costs are the responsibility of the interns. A listing of suggested housing alternatives in Washington, D.C. is mailed with the selection package. Abroad, every effort is made to provide housing at no cost to interns, but, because circumstances may vary at different posts, this cannot be guaranteed. The bureau descriptions, which begin on page 13, include available guidance on bureau housing policies.

THE SELECTION / CLEARANCE PROCESS

How Interns are Selected

The Intern Coordinators' Office receives all applications and reviews them to ensure that they are complete and that applicants meet the eligibility criteria. Applications are then forwarded to the bureaus identified by the applicant. Bureau representatives evaluate applicants based on the application materials. Foreign language ability is an important factor in placement for internships abroad. Completing some academic studies relevant to the type of work you wish to perform increases your competitiveness.

The bureau or office to which the Intern Coordinators' Office submits the applications may make a verbal offer to an applicant. However, the offer is not "official" until selectees receive written notification from the Intern Coordinators' Office. This notification is a tentative offer to participate in the internship program. A final offer is contingent upon complete investigation and issuance of a security clearance. Those who are not selected for internships will also be notified by mail. So that we may contact you as soon as possible, **please make sure that any changes of address after you apply are submitted immediately to the Intern Coordinator at the address on page 9.**

Security Clearance Process

Students tentatively selected for the internship program must undergo a background investigation and receive either a Secret or Top Secret security clearance. The clearance process takes approximately 90-120 days to complete from the time the forms are received by the Bureau of Diplomatic Security (DS). Investigations may take substantially longer than 120 days if you have had extensive travel, education, residence and/or employment overseas, or if you have dual citizenship, foreign contacts, immediate family or relatives who are not citizens of the United States and/or a foreign born spouse or if there is a security, suitability, or medical issue to resolve. These issues could include a current or past history of drugs or alcohol abuse, as well as a recent history of credit problems. Although these problems will not necessarily preclude you from receiving a security clearance, they will lengthen the time required to complete the clearance process. Positions at the Foreign Service Institute (FSI) are usually of lesser sensitivity and therefore require less investigation than other Department positions, unless otherwise advised. The appropriate security forms you will need to complete will be

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THE SELECTION / CLEARANCE PROCESS, Continued

Security Clearance Process, cont.

included with your preliminary notification of acceptance. When you receive these forms, **please complete, sign, and return them by the date indicated in the letter. *This is important!* DS may be unable to process your security clearance if you fail to meet that deadline.**

Random Drug Testing

All interns serving in positions which require a clearance for access to information classified as “Secret” or above will be subject to the Department’s random employee drug-testing program.

Final Offer of Appointment

After all procedures are completed and clearances obtained, interns assigned domestically will be contacted by the Intern Coordinators’ Office with an official, final offer of appointment. The Bureau Coordinator normally contacts interns assigned abroad. **Travel to Washington, D.C. or abroad for purposes of reporting for duty should not be done until you receive an official offer of appointment from either the Intern Coordinator (for domestic assignments) or the Bureau Coordinator (for overseas assignments) confirming the granting of your security clearance and permission to report for duty. The office or post to which you are assigned will be unable to employ you until you have been fully cleared.**

Note: A recent Federal law requires denial of a passport to any spouse certified by the Department of Health and Human Services as being more than \$5,000 in arrears on Child support.

INTERNSHIP APPLICATION INSTRUCTIONS

Your Application Package

Your application consists of items **A-C** on page 8.

- **3 complete sets of the application package are required.** Please use paper clips to assemble each package. Incomplete packages will not be forwarded to bureaus for consideration.
- Photocopied applications and forms are acceptable. Additional applications may be downloaded from the Department's web site www.state.gov/www/careers. Follow the instructions on how to download through Adobe Acrobat Reader.
- **Typed forms are strongly recommended.** If you are unable to type the forms, please use black ink to complete them.
- **Item D** is required only if you are applying for a paid internship based on financial need.

Please do not submit letters of recommendation or other materials. They will not be forwarded to the bureaus for their consideration.

How to Indicate Your Preference

- **An applicant may apply for internships in two bureaus or offices.**
- On the application form, indicate your first bureau choice in the first section of Item 8, "Indicate Title, etc." and your second bureau choice in the next section in Item 8, "Job Announcement Number."
- Also, in Item 8, indicate the geographical area in which you are willing to work if outside the Washington, D.C. area. See bureau descriptions for choices.

USE ACRONYMS as listed in the descriptions of the bureaus and offices on the following pages, such as (AF) and (EUR).

ASSEMBLING APPLICATION PACKAGE

Your application package should be arranged in the following order:

<i>Item A</i>	<i>Application Form</i>
	DS-1950, Application for U.S. Department of State Federal Employment. <ul style="list-style-type: none">• Read all directions carefully• Photocopy blank experience pages if additional space is needed• Include permanent address, e-mail address, and telephone numbers where you can be reached• <i>SPECIAL INSTRUCTIONS:</i> On the first page of the Instructions for Completing Application for U.S. Department of State Federal Employment (DS-1950), <i>disregard</i> the second paragraph which tells you to obtain a Vacancy Announcement. This booklet is the Vacancy Announcement.• On page 6 (Employment Data), items 1 through 5 must be answered. The rest of the items are voluntary, but all applicants are encouraged to respond. This data is used for statistical purposes only.
<i>Item B</i>	<i>Statement of Interest</i>
	Include a one page Statement of Interest that describes your objectives and motivation in seeking an internship. Explain how your academic courses and other personal experiences relate to the bureau(s) or office(s) to which you are applying. Please use this opportunity to tell us about any specific disadvantages you may have overcome. Be sure to indicate if you are a continuing student.
<i>Item C</i>	<i>Transcript</i>
	Official and unofficial transcripts are acceptable. If you are a first year graduate student, you should submit a copy of your latest undergraduate transcript. Transcripts may be included with the application package or may be mailed separately if necessary. However, transcripts must be received by the application deadline.
<i>Item D</i>	<i>Financial Aid Transcript or Student Aid Report (Optional)</i>
	See Types of Internships , page three, paragraph five.
<i>Item E</i>	<i>Acknowledgement Card (Optional)</i>
	The acknowledgement card is located on the back of the brochure. Submit one acknowledgement card per package. Be sure to stamp and self-address the card. If you do not, receipt of your application will not be acknowledged until after the bureau selections are determined. Do not staple the card to the rest of the package.

SUBMISSION OF APPLICATIONS

Where to
Send Your
Package

- A completed application package, including all attachments and required copies, must be postmarked, or hand delivered by the appropriate deadline. Faxes will not be accepted.
- All applications must be submitted to:

**Intern Coordinator
Recruitment Division
Department of State
2401 E Street, N. W., Room H518
Washington, D.C. 20522-0151**

- **DO NOT SEPARATE OR SEND APPLICATIONS DIRECTLY TO ANY BUREAU OR OFFICE IN THE DEPARTMENT. THIS COULD DELAY YOUR CONSIDERATION FOR AN INTERNSHIP AS ALL INTERNSHIP APPLICATIONS ARE PROCESSED CENTRALLY.**
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Application Processing Timetable

The following chart is provided to help applicants track their application during the months of the selection process. Please be patient and follow guidelines on notifications below. Keep this form handy for future reference.

Activity in Intern Program	Summer Internship	Fall Internship	Spring Internship
I. Applications Distributed to Colleges and Universities	August	August	August
II. Postmarked Application Deadline	November 1	March 1	July 1
III. Review of Applicants' Qualifications	November	March	July
IV. Applications Referred to Bureaus	November	March	July
V. Selections Made by Bureaus; Selectees Notified in Writing by Intern Coordinator's Office	December - January	April – May	August-September
VI. Non-Selects Notified in Writing by Intern Coordinator's Office	February – March	June	October
VII. Forms Received from Selectees to Initiate Security Clearances*	January	June – July	October-November
VIII. Security Clearances Completed. Official Offers of Appointment Made	May – June	September – October	December – January
IX. Interns Enter on Duty	May – July	September – October	January – February
X. Internship Ends	September	December	April

*Security clearance processing takes approximately 90-120 days, so it is important to return signed, completed forms to the Intern Coordinators' Office as soon as possible via first class or express mail. Either the Intern Coordinators' office or the Bureau Coordinator will notify you when the security clearance is issued.

APPLICATION CHECKLIST

Before mailing your application, check off each item to make sure everything is included

	Reminder ! ! !
	Did you complete and <u>sign</u> the DS-1950 Application Form?
	Did you include 3 copies of items A-C, arranged in order?
	Did you use paper clips to assemble application packages?
	Did you include a one-page Statement of Interest?
	Did you indicate if you were a continuing student?
	Did you include a copy of your most recent transcript?
	Did you stamp and return the acknowledgement card?
	Did you mail the application postmarked by the deadline date?

